

# Template Schedule for Site Visit Interviews<sup>1</sup>

Institution Name \_\_\_\_\_

Day and Date of Interviews \_\_\_\_\_

Time	Meeting/Interview	Assigned Team Member(s)	Time	Meeting/Interview	Assigned Team Member(s)	Time	Meeting/Interview	Assigned Team Member(s)
7:30	Meeting with Unit Liaison	Team Chair & DESE Consultant						
8:00			8:00			8:00		
8:30			8:30			8:30		
9:00			9:00			9:00		
9:30			9:30			9:30		
10:00			10:00			10:00		
10:30			10:30			10:30		
11:00			11:00			11:00		
11:30			11:30			11:30		
12:00			12:00			12:00		
1:00			1:00			1:00		
1:30			1:30			1:30		
2:00			2:00			2:00		
2:30			2:30			2:30		
3:00			3:00			3:00		
3:30			3:30			3:30		
4:00			4:00			4:00		
4:30			4:30			4:30		

<sup>1</sup> Note that there may be as many as three different group or individual interviews going on at one time during the site visit, depending on how many team members are available. In general, interviews should be no longer than 30 to 45 minutes in length, with a 15 minute break between interview sessions to allow team members time to collect their thoughts, refresh themselves and or get to a different location, if necessary.